

MCBJ EMS CORE TEAM MEETING AGENDA

20 September 2010

(b) (6)

(b) (6)

- Replaced on 30 August
- Phone: (b) (6)
- E-mail: (b) (6)
- Joined us from FE, Facilities Systems Maintenance Branch (GIS Section)

DoD Strategic Sustainability Performance Plan

- SSPP was published on 26 Aug 2010
- 10-year plan (2010-2020)
- HQMC developing policy/guidance to implement the DoD Plan and ensure alignment with the goals/metrics
- Per MCO 5090.2A (draft change 3), Marine Corps installations will develop installation-level SSPPs

DoD SSPP cont.

- Plan for continuously improving sustainability
- 8 goals supported by 21 performance-based sub-goals
- DoD will monitor and report progress towards achieving quantitative sub-goals
- Plan addresses the following sustainability factors:
 - solid waste management
 - energy efficiency
 - the use of landfill gas
 - renewable energy
 - toxic and hazardous materials
 - non-tactical vehicle fleets
 - high performance sustainable buildings
 - water efficiency and reclaimed water
 - employee business travel and commuting

MCBJ Anti-Idling Policy

- MCBJ Policy Letter 6-10 Commercial Motor Vehicle Anti-Idling Policy
- Signed by CG (via Chief of Staff) on 14 September 2010
- Commercial motor vehicles and equipment will be shut off whenever idling time is expected to exceed one minute
- Few exceptions (emergency vehicles, extreme weather, etc)

EAP 6 – Vehicle Fuel Consumption Reduction

Objective: Reduce vehicle fuel consumption and air emissions.

Target: Reduce vehicle fuel consumption by 3%.

Performance Measure(s): Motor Transportation Branch Balanced Scorecard

Point of Contact: ^{(b) (6)}

| Plan of Action | Responsibility/ POC ^{(b) (6)} | Status | Completion Date |
|--|--|--|----------------------------|
| A] Implementation of a Base CG Policy Letter governing Idling of GME vehicles limiting idling periods to not more than 1 minutes within a 60 minute period. | ^{(b) (6)} | Complete – Policy was signed by CG on 14 September | 14 Sep 2010 |
| B] Implementation of a GME Driving Safer, Smarter, Greener Program | | Placed onto GME's Intra Net for greater visibility. Shared Point Portal 'up'. Partnership with Base Safety, Camp safety briefs | 21 Jan 2010 |
| C] Reducing number of fossil fuel vehicles through Right Sizing the Fleet (MCPJ Policy ltr 6-09) | | In progress. 100% complete Beginning 1 st annual validation | 1 Mar 2010 |
| D] Maximizing use of The Green Line bus service – Informational / Promotional Campaign | | New Ride Guide developed, soliciting Single Marine Program endorsements, Revised Internet & Intranet Established Face Book & Twitter Accounts | 1 July 2010 30 Aug 2010 |

EAP 6 – Vehicle Fuel Consumption Reduction (cont)

| Plan of Action | Responsibility/POC | Status | Completion Date |
|--|--------------------|---|----------------------------|
| E] Monitoring of GME in service vehicles (Road Master Checkpoints – utilization) Addressing Idling and Unofficial Use | (b) (6) | Ongoing | Continuous |
| F] ReDesign of Quality Control Program (Implementation of QC Stations & QC Satellites through Okinawa & CATC) | | Ongoing – Policy Letter drafted, sourcing of material/supplies. Conducted a LSSS Project to validate process | 30 Mar 2010 1 Sept 2010 |
| G] Introduction of 24 Electric Vehicles (EV's) into the Fleet | | Overdue Awaiting HQMC shipping/delivery information from LFS-2. Electric Charging Grid supporting EV's in progress | 1 Dec 2010 |
| I] Utilize technology to maintain records and provide cost effective information to GME users / customers | | In Progress DON Fuel Automated System monitoring individual vehicle fuel use. Electronic Data records on consumption. Home - Drive Green | 1 Aug 201 |

EAP 1 – Solid Waste Guide Book

Objective: Reduce impact of solid waste generation.

Target: Develop and publish a guide book detailing procedures on how to minimize the generation and the proper disposal of various types of solid waste.

Performance Measure(s): Completed solid waste guidebook.

Point of Contact: ^{(b) (6)}

| Plan of Action | Responsibility/POC | Status | Completion Date |
|-----------------------------------|--------------------|-------------|-----------------|
| Develop a list of items | P2/QRP Manager | Ongoing | Ongoing |
| Research disposal methods/options | P2/QRP Manager | Ongoing | Ongoing |
| Draft up a guide book | P2/QRP Manager | Ongoing | 30 Jul 2010 |
| Forward for review/comments | P2/QRP Manager | Not started | 30 Jul 2010 |
| Edit the guide book | P2/QRP Manager | Not started | 31 Aug 2010 |
| Forward draft for final review | P2/QRP Manager | Not started | 31 Aug 2010 |
| Finalize the guide book | P2/QRP Manager | Not started | 30 Sep 2010 |

EAP 2 – ESPC Selection

| Objective: Reduce electricity use in buildings. | | | |
|---|--------------------|----------|-----------------|
| Target: Select ESPC contractor by end of 3rd quarter. | | | |
| Performance Measure(s): Super ESPC contractor information. | | | |
| Point of Contact: (b) (6) | | | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Provide final comments on Site Data Package (SDP) to NFESC | (b) (6) | Complete | 28 Feb 2010 |
| Attend Source Selection and Technical Evaluation Board Training | | Complete | 26 Mar 2010 |
| Coordinate ESPC site visit | | Complete | 20 May 2010 |
| MCB Butler team to make selection of Super ESPC contractor at | | Complete | 18 June 2010 |

EAP 3 – Energy Audits

Objective: Reduce electricity use in buildings.

Target: Complete energy audits on 25% of all buildings by end of 4th quarter.

Performance Measure(s): Completed audit report.

Point of Contact: (b) (6)

| Plan of Action | Responsibility/POC | Status | Completion Date |
|--|--------------------|-------------|-----------------|
| Develop Building Energy Manager (BEM) training manual | (b) (6) | Completed | 30 Oct 2009 |
| Attend Energy Assessment Training Course | | Complete | 2 Apr 2010 |
| Complete energy audits on WWTPs | | Complete | 14 May 2010 |
| Coordinate ESPC site visit/audit of 19 buildings) | | Complete | 20 May 2010 |
| Finalize audit checklist | | In-progress | 30 Sep 2010 |
| Determine documentation procedures | | Not started | 30 Sep 2010 |
| Work with Facilities Maintenance Branch (FMB) on auditing schedule | | Not started | 31 Oct 2010 |
| Train FMB personnel / DOE Energy Assessment Training Course in Okinawa | | In-progress | 31 Oct 2010 |
| Start conducting first energy audits (test run) | Env/FMB | Not started | 1 Nov 2010 |

EAP 4 – Advanced Meters

Objective: Reduce electricity use in buildings.

Target: Complete installation of AMI by end of CY10 to meet EPACT 2005.

Performance Measure(s): AMI project award

Point of Contact: ^{(b) (6)}

| Plan of Action | Responsibility/POC | Status | Completion Date |
|---|--------------------|-------------|-----------------|
| Contract Award | ^{(b) (6)} | Completed | 21 July 2009 |
| Kick Off Meeting | | Completed | 14 Oct 2009 |
| Site Survey: Mtrs, XFMRs, GPS Locations | | Completed | 1 Dec 09 |
| Site Survey Report Review and Comment | | Completed | 22 Mar 2010 |
| Site Survey: RF / Radio Locations | | Completed | 22 Apr 2010 |
| Site Survey Report and Recommendations, Final Acceptance | | Completed | 30 Mar 2010 |
| Preliminary Design Submittal | | Completed | 21 May 2010 |
| Preliminary Design Review | | Completed | 22 Jul 2010 |
| Preliminary Design Acceptance with Request for Revisions | | Completed | 22 July 2010 |
| RFP Request I | | Completed | 13 July 2010 |
| RFP Request II | | Completed | 22 July 2010 |
| Change Modification Acceptance | | In Progress | 6 Aug 2010 |
| Final Design Submittal | | In Progress | 30 Sept 2010 |
| Final Design Review | | Not Started | 15 Oct 2010 |

EAP 4 – Advanced Meters (cont)

| Plan of Action | Responsibility/POC | Status | Completion Date |
|--|--------------------|-------------|-----------------|
| System Operation and Maintenance Manual Development and Acceptance | (b) (6) | Not Started | 15 Dec 2010 |
| Maintenance Plan Development and Acceptance | | Not Started | 15 Dec 2010 |
| Installation of First 80 Meters | | Not Started | 15 Nov 2010 |
| Equipment Receipt: PC, Printer, Laptop, ION Software | | Not Started | 15 Oct 2010 |
| Manufacture Test Result / Acceptance | | Not Started | 1 Dec 2010 |
| Installation Test Plan Approval | | Not Started | 1 Dec 2010 |
| Installation of Final 80 Meters | | Not Started | 1 Mar 2011 |
| Commission Meters | | Not Started | 5 Mar 2011 |
| Commission Radio Communication | | Not Started | 5 Mar 2011 |
| Commission ION System | | Not Started | 15 Mar 2011 |
| Performance Verification | | Not Started | 30 Mar 2011 |
| USMC Acceptance | | Not Started | 30 Mar 2011 |
| Signed Project Completion Checklist | | Not Started | 30 Mar 2011 |
| Customer Sign Off | | Not Started | 30 Mar 2011 |
| Training to USMC | | Not Started | 15 Mar 2011 |
| Customer Sign Off, Initial Warranty | | Not Started | 30 Mar 2011 |

EAP 5 – Inter-Agency Agreement

| Objective: Reduce electricity use in buildings. | | | |
|--|--------------------|-----------------------------------|-----------------|
| Target: Complete all documentation for Inter-Agency agreement (IAG) with DOE by end of 2 nd quarter. | | | |
| Performance Measure(s): Signed IAG. | | | |
| Point of Contact: (b) (6) | | | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Develop IAG with DOE and EPA | (b) (6) | Completed – Draft IAG sent to DOE | Dec 2009 |
| Finalize IAG and send to HQMC for approval per Economy Act guidance/requirement | (b) (6) | Not started | 30 Jul 2010 |
| Have DOE and MCB Butler sign IAG | (b) (6) | Not started | 1 Sep 2010 |

EAP 7 – Spill Kit Usage

| Objective: Reduce impact of leaks and spills from vehicle operations. | | | |
|---|--------------------|----------|-----------------|
| Target: Develop and implement a procedure to inspect and track spill kit usage in tactical vehicles. | | | |
| Performance Measure(s): Inspection checklist form and inspection logs. | | | |
| Point of Contact: _____ (b) (6) _____ | | | |
| Plan of Action | Responsibility/POC | Status | Completion Date |
| Coordinate with GME/3 rd MEF to determine if spill response information for GOV vehicle operators can be added to existing driver training and GOV guidebooks. | (b) (6) | Complete | 30 Aug 2010 |
| Develop an inspection checklist to randomly check spill kits in tactical vehicles. | | Complete | 28 May 2010 |
| Coordinate with Roadmasters for periodic vehicle checks. | | Complete | 15 Jun 2010 |
| Add spill kit requirement to MCBJO 5090.2A (draft) | | Complete | 15 Aug 2010 |

Environmental Policy -Annual Review

(b) (6)



COMMANDING GENERAL'S ENVIRONMENTAL POLICY STATEMENT

環 境 方 針

The natural environment is a key asset to the training and support mission of Marine Corps Bases Japan (MCBJ). MCBJ has established policies to ensure that our mission is accomplished in ways that are consistent with the best interest of the environment, our service members, and the local community. To this end, we will always strive to protect and preserve the land, water, air, and cultural resources within our cognizance by doing the following:

在日米国海兵隊の訓練及び任務支援において、自然環境は重要な財産です。在日米国海兵隊では、海兵隊の任務が自然環境や軍人及び地域社会にとって最善の形で達成できるよう環境方針を策定しています。そして、下記の方針を実行することにより、海兵隊施設内の土地、水、大気等の資源及び文化財を保護及び保全していくことに常に努めます。

在日米国海兵隊は、

- Complying with applicable Japan Environmental Governing Standards (JEGS)
在日米軍環境管理基準 (JEGS) を順守します。
- Implementing pollution prevention initiatives and waste minimization programs
汚染防止に積極的に取り組み、廃棄物の減量化プログラムを実行します。
- Implementing energy conservation initiatives
省エネルギーの自発的な取り組みを実行します。
- Communicating environmental commitments to all levels of MCBJ to increase awareness of this policy
基本方針に対する認識を高めるため、環境対策の公約を在日米国海兵隊の各部門及び階層に周知します。
- Minimizing risk to mission
環境への負荷を抑えることで、任務に与える影響を最小限にします。
- Reviewing all proposed activities for potential environmental impact
私達の活動が環境に及ぼす影響を考慮に入れ、全活動計画を検討します。
- Striving to advance our partnership with the local community to continue a proactive environmental program
積極的な環境プログラムの継続に向けて、地域社会との関係強化に努めます。

MCBJ is committed to sustaining and enhancing operational readiness while complying with all applicable environmental laws and regulations, preventing pollution, and continually improving in environmental performance through an effective Environmental Management System (EMS).

在日米国海兵隊は、作戦即応能力の維持・向上を図る一方、環境関連法規を順守し、汚染防止に努め、効果的な環境マネジメントシステム (EMS) 導入による環境負荷の継続的な軽減に取り組むことを約束します。

Semper Paratus,
(b) (6)

FY10 ECE

- Conducted by 4 EPA evaluators (1-11 June)
- ECE results, deficiency list, and ACE training are posted on Env SharePoint at <https://wss.mcbbutler.nmci.usmc.mil/FE/ENV/default.aspx>. From the navigation tree on the left, click on EMS and Regulatory Compliance Audits, then click on the folder “FY10 ECE by EPA”
- POAMs must be completed by 21 September
- Be aware of open deficiencies and POAMs from FY09

FY10 ECE

- EMS Recommendations
 - Request POAM from Camp Fuji for establishing an installation EMS
 - Procedures should include annual request for EMS updates/EMS audit results from the tenants, contractors.
 - Increase awareness of EMS to vendors/contractors
- Training Recommendations
 - Make training available on-request
 - Develop webinar/computer-based training
 - Increase frequency of ECC
 - Train more instructors

FY10 ECE

- HWAP Deficiencies
 - Inspections not conducted/documented
 - Unidentified HW at HWAPs
 - No secondary containment for liquid HW
 - HW containers in poor condition, containers open
- SW Deficiencies
 - Waste batteries were found in solid waste stream
 - Numerous contracting issues need to be resolved

FY10 ECE

- HM Deficiencies
 - HM dispensing areas not properly maintained
 - Jerricans not labeled
 - No master listing of all HM
 - MSDSs don't match actual products being used
 - Expired HM
 - Chemical warning labels not attached

FY11 Risk Ranking

| PRISM PRACTICE | PRISM ASPECT | PRISM IMPACT | Envi | Regulatory | Perception | Health | Freq | Mission | Score |
|--|------------------------|--------------------------------------|------|------------|------------|--------|------|---------|-------|
| Building operation | Solid waste generation | Depletion of landfill space | 5 | 5 | 5 | 3 | 10 | 10 | 45 |
| Aircraft takeoff and landing | Noise | Wildlife species/habitat disturbance | 5 | 0 | 5 | 5 | 10 | 10 | 40 |
| Aircraft takeoff and landing | Noise | Personnel exposure | 5 | 0 | 5 | 5 | 10 | 10 | 40 |
| Building operation | Electricity use | Electricity consumption | 5 | 1 | 3 | 3 | 10 | 10 | 31 |
| Vehicle operations | Spill | Groundwater quality degradation | 5 | 1 | 3 | 3 | 10 | 10 | 31 |
| Vehicle operations | Spill | Soil quality degradation | 5 | 1 | 3 | 3 | 10 | 10 | 31 |
| Vehicle operations | Spill | Surface water quality degradation | 5 | 1 | 3 | 3 | 10 | 10 | 31 |
| Construction/renovation/demolition | Solid waste generation | Depletion of landfill space | 10 | 1 | 5 | 3 | 10 | 5 | 24.75 |
| Fueling | Air emissions | Personnel exposure | 5 | 1 | 0 | 3 | 10 | 10 | 22 |
| Vehicle operations | Air emissions | Air quality degradation | 5 | 1 | 0 | 3 | 10 | 10 | 22 |
| Aircraft takeoff and landing | Fuel use | Fuel consumption | 5 | 1 | 0 | 3 | 10 | 10 | 22 |
| Vehicle operations | Fuel use | Fuel consumption | 5 | 1 | 0 | 3 | 10 | 10 | 22 |
| Vehicle operations (Non-tactical military vehicle) | Air emissions | Air quality degradation | 5 | 1 | 0 | 3 | 10 | 10 | 22 |
| Vehicle operations (Tactical vehicle) | Air emissions | Air quality degradation | 5 | 1 | 0 | 3 | 10 | 10 | 22 |

FY11 Risk Ranking

- All comments addressed, will publish this month
- Top-ranked Aspects
 - Solid waste generation from building operations and construction/demolition debris
 - *Noise from aircraft takeoff and landing*
 - Electricity use from building operations
 - Fuel use from *aircraft takeoff & landing* and vehicle operations
 - Air emissions from vehicle operations and fueling
 - Spills and leaks from vehicle operations

Proposed FY11 Objectives and Targets

Objective 1: Reduce the impact of solid waste generation.

Target: *SSPP goals?*

Target: *Develop and publish a guide book detailing procedures on how to minimize the generation and the proper disposal of various types of solid waste.*

Proposed FY11 Objectives and Targets

Objective 2: Reduce electricity use in buildings.

Targets:

- *SSPP goals?*
- *All documentation for Inter-agency agreement with DOE completed by end of 2nd quarter*
- *ESPC contract target?*
- *Energy audits will be completed on 25% of all buildings by end of 4th quarter*

Proposed FY11 Objectives and Targets

Objective 3: Reduce vehicle fuel consumption and air emissions.

Target: *SSPP goal -Reduce vehicle fuel consumption by 3%.*

Proposed FY11 Objectives and Targets

Objective 4: Reduce the impact of leaks and spills from vehicle operations.

Target: *Develop and implement a procedure to inspect and track spill kit usage in tactical vehicles.*

Document Update

- Completed this quarter
 - EMP 2.3 Removal of Refrigerants from Equipment (Bulk Waste) ver 3
 - EMSP 11.1.10 Emergency Response Supplies & Equipment ver 2
 - MCBJO 5090.3A Energy and Water Conservation Campaign Plan
 - EMP 1.4 ver 2 Newcomers Environmental Fact Sheet
 - MCBJ Policy Letter 6-10 Commercial Motor Vehicle Anti-Idling Policy
 - EMP 40.1 Building Energy Monitor (BEM) Handbook
 - EMP 40.1.1 BEM Checklist
- Currently being updated
 - EMP 6.3 What Do I Do with This?
 - MCBJO 5090.2A, Spill Prevention & Response Plan
- Emergency Response Plans still in draft
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP

Document Update cont.

- Cancelled this quarter
 - ISO Asbestos SOP
 - ISO Lead and Lead-Based Paint SOP
 - EMP 5.1 Hazardous Material Consolidation Plan
 - EMP 7.1.1 Open Burn Permit Request Form

Conclusion

- Upcoming events:
 - CEEMRB meeting - November (tentative)
 - Next Core Team meeting – Nov or Dec
- Will send minutes to all
- Please brief your chain of command
- Thank you!